

Date: June 22, 2010

Manual: Volume VII, Section III, Chapter A, Child Protective Services (CPS)

Transmittal: #231

The purpose of this transmittal is to provide new and clarified guidance for the Child Protective Services (CPS) Program. Unless otherwise stated, the provisions included in this transmittal are effective immediately.

Volume VII, Section III, Chapter A, Child Protective Services revisions incorporate the philosophy of the Virginia Children's Services Practice Model best practice guidance for family engagement. Guidance is provided for family partnership meetings at the CPS decision points around safety and risk for local departments that choose these decision points for initial implementation of family partnership meetings. This transmittal contains the changes for local departments' retention of sexual abuse investigations founded level 1 as set out in the Code of Virginia § 63.2-1514(A).

This transmittal and manual are available on SPARK at:
<http://spark.dss.virginia.gov/divisions/dfs/cps/manual.cgi>

Significant changes to the manual are as follows:

Page(s) Changed (<i>Subchapter, section, page number(s)</i>)	Significant Changes
<u>Part I: Introduction to Child Protective Services Uniform Training Plan; Multidisciplinary Teams, page 2</u>	Introduction adds Virginia Children's Services Practice Model guiding principles with a web-link to the full practice model.
A. 2.0 Services for Native American or Alaskan Eskimo Children, page 4	Adds reference and link to Bureau of Indian Affairs website.
B. CPS Guidance Manual Format, page 4	Adds web-link to the Child Abuse Prevention and Treatment Act
B. CPS Guidance Manual Format, page 5	Adds web-link to the four relevant CPS regulations in the Virginia Administrative Code
D. 1.3 Additional Training Requirements, page 8	Adds VISSTA CWS4010 on Transformation and CWS4020 on Introduction to Virginia's Family Partnership Meetings to list of required courses for CPS workers/supervisors.
D. 1.4 Additional Training Requirements for CPS Supervisors, page 9	Clarifies that new CPS supervisors shall complete VISSTA course CWS5701 on Child Welfare Supervision.
D. 3.0 Training for Staff Not Designated as CPS but Performing CPS Functions, page 9	Updates reference to VISSTA course CWS2020 CPS for On-Call Staff that is now offered online.

F. Family Partnership Meetings, pages 11-12	Adds section to introduce family engagement principles and list of decision points for family partnership meetings with web-link to family engagement guidance.
<u>Part III: Complaints and Reports</u>	
B. 1.4 Failure by Mandated Reporter to Report Abuse or Neglect, page 6	Corrects language as it relates to Code of Virginia § 63.2-1509(D).
D. Determine Validity of Complaint or Report, page 9	Adds guidance to clarify that response time is calculated from date and time of the referral.
E. Report the Death of a Child, page 30	Adds web-link to contact information for the Virginia Chief Medical Examiner's Regional Offices.
F. Screen Valid Complaints and Reports for Priority, page 30-31	Adds guidance to clarify that response time is calculated from date and time of the referral.
F. 7.0 Initiating a Response to a Valid Report, page 34	Adds guidance regarding initial response that the local department should make a face-to-face contact with the alleged victim child within the response priority level assigned.
G. 1.0 Make the Response Track Decision, page 37	Adds CPS Differential Response Report Placement Chart as additional guidance for appropriate track decisions.
<u>Part IV: Family Assessment and Investigation</u>	
CPS Process Chart, page 6	Adds note regarding family partnership meeting at applicable safety and risk decision points.
CPS Requirements for Family Assessment and Investigation Chart, page 7	Adds note regarding family partnership meeting at applicable safety and risk decision points.
A. 3.5b Required Background Checks on Individuals with Whom Agency May Place a Child on an Emergency Basis, pages 13-14	Corrects link to Sworn Statement of Affirmation form and updates reference to new VDSS Local Department Resource, Foster and Adoptive Family Home Approval Guidance for post-placement procedures.
A. 3.5d Convene Family Partnership Meeting, pages 14-15	Adds subsection with guidance that local department should schedule family partnership meeting if child's safety is in jeopardy and is at risk of removal; clarifies that purpose of meeting is not to interview caretakers, alleged victims or others.
A. 3.5e Notification of Relatives, page 15	Adds subsection with guidance that within 30 days of removal, local department shall provide written notice to all grandparents and other adult relatives that child has been removed and explain options for participating in care and permanency planning; reference to

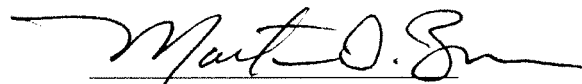
	Foster Care Manual for additional guidance on this notification requirement.
B. 5.0 Identifying Relatives and Family Supports, page 22	Adds subsection encouraging the early identification of maternal and paternal relatives for potential identification of protective factors, strengths, needs and possible future protective interventions or family partnership meetings.
D. 1.0 Notify Non-Custodial Parent, page 24	Adds guidance that non-custodial parent should be invited to any family partnership meeting scheduled; local department should document reasonable efforts to notify non-custodial parent or why reasonable efforts were not made.
E. 1.0 Immediate Child Safety and Family Needs, page 25	Adds guidance that family partnership meeting may be considered for ongoing safety planning.
E. 2.1 Safety Decision and Family Partnership Meeting, pages 27-28	Adds subsection with guidance that local department should schedule family partnership meeting if child's safety is in jeopardy and is at risk of removal; clarifies that purpose of meeting is not to interview caretakers, alleged victims or others.
E. 4.0 Reassessing Safety, page 29	Adds subsection with guidance for ongoing safety assessment process; documentation in the automated data system should occur if safety factors are no longer present, new safety factors are identified or a change in safety intervention requires changes to the initial safety plan.
F. 1.0 Mandated Contacts for Family Assessments, page 30	Adds guidance that a family partnership meeting does not fulfill the requirements for any mandated contact interview during a family assessment.
F. 1.1 Face-to-face Interview with the Alleged Victim Child, page 30	Adds guidance that the face-to-face interview with the alleged victim child should occur within the response priority level assigned.
F. 2.1 Changing the Initial Track From Family Assessment to Investigation, page 33	Adds subsection with guidance to change track from family assessment to investigation if information meets guidelines for an investigation track. Referrals may not be switched from investigation to family assessment.
F. 5.1 Risk Level Determines Need to Convene Family Partnership Meeting, page 35-36	Adds subsection with guidance that local department should schedule a family partnership meeting when risk is assessed at

Commissioner Guidance Document Transmittal

	very high or high for abuse/neglect and the child is at risk of out of home placements in families who will be or are receiving services.
G. 1.0 Mandated Contacts in Investigation, page 38	Adds guidance that a family partnership meeting does not fulfill the requirements for any mandated contact interview during an investigation.
G. 2.0 Face to Face Interview with the Alleged Victim Child Must Be Electronically Recorded, pages 39-40	Adds guidance that the face-to-face interview with the alleged victim child should occur within the response priority level assigned; adds guidance that a family partnership meeting does not fulfill the requirements for any mandated contact interview during an investigation.
G. 13.3 Risk Level Determines Need to Convene Family Partnership Meeting, page 71	Adds subsection with guidance that local department should schedule a family partnership meeting when risk is assessed at very high or high for abuse/neglect and the child is at risk of out of home placements in families who will be or are receiving services.
G. 15.1.1 Additional Notification to Alleged Abuser in Certain Founded Sexual Abuse Investigations, pages 72-73	Adds subsection that the written notification to the abuser shall include a statement that the CPS investigation record founded for sexual abuse level 1 shall be maintained by the local department for 25 years pursuant to Code of Virginia § 63.2-1514(A).
G. 15.7 Notify Victim Child's Non-Custodial Parent or Guardian, page 75	Adds guidance that the notification to the parent of the victim child shall include a statement that the CPS investigation record founded for sexual abuse level 1 shall be maintained by the local department for 25 years pursuant to Code of Virginia § 63.2-1514(A).
J. 6.1 Local Department to Retain Certain Sexual Abuse Case Records 25 years, page 83	Adds subsection that pursuant to Code of Virginia 63.2-1514(A), the local department shall retain all sexual abuse investigation records founded level 1 for 25 years.
<u>PART VI: Services, page 2</u>	Introduction adds support of family partnership meetings.
A. Risk Level Determines Need to Convene Family Partnership Meeting, page 4	Adds subsection with guidance that local department should schedule a family partnership meeting when risk is assessed at very high or high for abuse/neglect and the child is at risk of out of home placements in families who will be or are receiving services.

B. Provide Mandated CPS Ongoing Services, page 4	Adds guidance that transfer of the case among workers should not delay service planning.
B. 2.1 Service Plan; 2.1.1 Documenting Family Participation in the Service Planning, page 6	Adds guidance for family engagement and documenting family participation in service planning.
B. 2.2 Required Elements of the CPS Service Plan, page 7	Adds guidance to support family partnership meetings for service plan review.
Appendix Part I	Updated contact information regarding the Indian Child Welfare Act and the Bureau of Indian Affairs. Removed the following documents since web-links are provided elsewhere in manual: policy on Individuals with Limited English Proficiency; Code of Virginia statutes; CPS regulations; CAPTA
Appendix Part IV	Included most recent copy of MOA regarding Part C referrals.

Questions about this transmittal should be directed to your CPS Regional Consultant.



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Commissioner